

Position Description
Accountant (Senior) – Capital Accounting
Wisconsin State Controller's Office

POSITION SUMMARY

This describes the Accountant - Senior position within the Capital Accounting section of the Wisconsin State Controller's Office (SCO). In 2015, the State implemented the State Transforming Agency Resources (STAR) system. The PeopleSoft system utilizes numerous sub-systems to standardize the accounting for functional areas such as accounts payable, accounts receivable, projects and cash management. SCO accounting staff must become familiar with the STAR subsystems so they can assist the agencies with their accounting, reporting and operational needs. Senior-level positions will perform functions of greater scope and complexity than Journey positions. Also, Senior positions will spend a greater portion of their time developing and maintaining enterprise policies and procedures and/or working on projects to improve the internal control, efficiency and effectiveness of the enterprise financial operations.

The Accountant - Senior positions within the Capital Accounting section will be trained on STAR subsystems and will perform the following functions:

- Enterprise Financial Operations and Accounting Support – Support the daily enterprise financial operations of the State of Wisconsin and provide accounting support to agency accountants.
- Reconciliation – Reconcile STAR subsystems to the General ledger and/or to SCO subsystems.
- Enterprise Financial Reporting – Prepare a variety of daily, monthly and annual reports for the enterprise.
- Enterprise Policies and Procedures – Assist section managers in developing enterprise policies and procedures that improve the control, efficiency and effectiveness of the State's financial operations.

The work activities for the Accountant - Senior position will be allocated within the Capital Accounting section based on resource needs.

Time Goals and Worker Activities

40% A. Prepare a variety of daily, monthly, quarterly and annual reports.

A1. Prepare the annual GAAP financial statements and note disclosures of the Bond Security and Redemption, Building Trust and Capital Improvement funds on a modified accrual basis.

A2. Prepare the annual financial statements and note disclosures of the three funds mentioned above and the Environmental Improvement Fund on a full accrual basis for inclusion into the State's governmentwide financial statements.

A3. Prepare the construction-in-progress reports on a monthly, quarterly and annual basis.

A4. Prepare debt service repayment schedules (amortizations) for debt issues by agency and program.

A5. Prepare agency-level A/R reports for the building trust fund.

A6. Prepare funding forecast reports for the Division of Facilities Development & Management and State Building Commission's review.

A7. Assist in preparing the Annual Fiscal Report.

A8. Assist in preparing the Comprehensive Annual Financial Report.

A9. Utilize a variety of Microsoft Office products and other software to prepare, organize, and present financial data.

30% B. Support the daily enterprise financial operations and accounting for the State's building and environmental improvement programs.

B1. Ensure the accurate and timely accounting for State building projects, environmental improvement programs and related debt obligations within the Building Trust Fund (BTF), Capital Improvement Fund (CIF), Bond Security & Redemption Fund (BSRF), and the Environmental Improvement Fund (EIF).

B2. Create, modify and close capital projects, project activities and project budgets in STAR.

B3. Process budget journals and budget transfer journals while overseeing capital appropriations spending authority.

B4. Monitor the accounting for state disbursements and ensure that accounts payable are recorded timely.

B5. Monitor the accounting for project and EIF program receipts and ensure that deposits and general ledger journals are recorded timely.

B6. Determine the cash needs of the building funds and inform the Capital Finance Office.

B7. Ensure the accurate and timely accounting for the State's debt proceeds, debt service payments, EIF loan disbursements, and Master Lease payments.

B8. Modify, analyze and troubleshoot purchase orders and encumbrances relating to the state building program.

B9. Translate State Building Commission meeting minutes into actual financial and budgetary transactions.

B10. Produce, review and distribute the General Obligation Bonding Status report to interested agencies.

10% C. Independently develop improved policies, procedures and best practices for a STAR – Financial Subsystem and capital accounting legacy database system.

C1. Serve as an SCO Subject Matter Expert (SME) for a STAR – Financial Subsystem and the capital project and environmental improvement program accounting applications.

C2. Work with the corresponding STAR – Financial Subsystem team or DET staff to improve system usage and functionality.

C3. Develop enterprise policies for the STAR – Financial Subsystem.

10% D. Perform financial reconciliations.

D1. Perform a reconciliation of spending authority needs for all capital projects to over 1,100 state appropriations associated with 15 state agencies.

D2. Reconcile the spending authority of 100 parent-level capital appropriations to the debt issuance authority authorized under s. 20.866(2).

D3. Assist in the reconciliation of expenditures between the Commitment Control Ledger and the General Ledger.

D4. Assist agencies in reconciling between STAR financial subsystems and the General Ledger.

D5. Perform reconciliations between STAR and the capital accounting database systems.

10% E. Developing enterprise policies and procedures that improve the internal control, efficiency and effectiveness of the State's financial operations

E1. Develop updates for the Wisconsin Accounting Manual.

E2. Develop updates for the Wisconsin Reconciliation Manual.

E3. Develop updates to the year-end procedures.

E4. Develop updates to a variety of forms used to capture financial information.

E5. Develop updates to the Asset Management Policy and Procedures Manual.

Knowledge, Skills, and Abilities:

1. Basic understanding of fund accounting
2. Understanding of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
3. Knowledge of government appropriations and budget principles
4. Ability to read and interpret state statutes and administrative codes
5. Working knowledge of federal grant requirements
6. Ability to complete a complex, multi-task process within a daily deadline
7. Ability to reconcile large amounts of data between two or more business systems

8. Strong verbal communications skills
9. Strong personal computer skills including the ability to work with intermediate - level worksheets in Microsoft Excel.